

TAB

SUGGESTED TSS NOTICE TO INFORM STAFF PERSONNEL OF THE REDELEGATION OF
AUTHORITY TO APPROVE PRINTING SERVICES AND BOOK PURCHASE REQUESTS

TO: TSS Staff Personnel

FROM: Chief, TSS

SUBJECT: Redlegation of Approving Authority for Printing
Services and Book Purchase Requests

1. Effective _____, all requests for printing services (Form No. 70 and for book purchases (Form No. 1395) will be approved by the Chief of the Division or Staff originating the request.
2. Division or Staff Chief approval of these requests will connote:
 - a. The service or purchase requested is essential to the function of the Division or Staff and that it is not available on any other basis, such as negotiating a loan of a book from the CIA Library, and
 - b. That approval is granted to expend TSS budgeted funds for the service requested.
3. Approved requests may be sent directly to the Chief, Budget and Services Branch, Support Staff, where they will be obligated and released for processing.

25X1A9a

